

CHAPTER 10  
FOREIGN TRAVEL

10-1. General.

a. In order for the ASA(CW) to ensure that USACE International activities are conducted a manner consistent with applicable U. S. Government rules and regulations and ASA(CW) policies, all official travel to foreign countries, either civil or military funded, require ASA(CW) approval, except travel which is:

(1) Exclusively associated with activities in support of U.S. forces overseas.

(2) Exclusively associated with foreign military sales or security assistance programs in countries such as Saudi Arabia

(3) To U.S. territories/possessions when the travel does not concern sensitive subjects or projects.

(4) To Canada in conjunction with the International Joint Commission (IJC) when the travel does not concern sensitive subjects or projects.

b. When in doubt proposed foreign travel requests should be submitted to CELD-TT.

c. A Foreign Travel Sensitive Subjects, Projects and Countries List will be provided to Directors/Chiefs of Offices as they are initiated/changed. Any trips impacted by these lists must be submitted to the ASA(CW) for approval, unless they are exempted in accordance with paragraph 10-1a(1) and (2).

d. USACE personnel should not contemplate travel to the Peoples Republic of China (PRC), except pursuant to existing protocols and annexes between the United States and the PRC.

e. Foreign travel approval procedures required to implement international reimbursable technical assistance projects will be addressed on a case-by-case basis.

f. The ASA(CW) Assistant for Intergovernmental, Interagency and International Affairs is the ASA(CW) management official for USACE foreign travel.

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g. Directors and Chiefs of Separate Offices will ensure that all USACE, DA and DOD requirements for foreign travel are adhered to, when USACE personnel are traveling under the sponsorship of other Government agencies. When travel is performed as part of work for another agency, such as the Department of Energy, USACE personnel cannot assume that the other agency will satisfactorily complete all security clearances and related requirements.

10-2. Foreign Travel Plan (FTP).

a. The purpose of the FTP is to attain the approval or disapproval, prior to the beginning of the fiscal year, of all programmed official travel to foreign countries that requires the approval of the ASA(CW). This plan will also provide information that will be used to determine distribution of the civil funded foreign travel ceiling, therefore all trips in which the ultimate funding source is civil works, even if ASA(CW) approval is not required, will be included in the FTP. Directors and Chiefs of Separate Offices will annually submit a FTP for their directorate/office. Prior to the beginning of each fiscal year the FTP will be provided:

(1) From each directorate/separate office to CELD-T  
NLT 1 August.

(2) From CELD-T to OASA(CW) NLT 15 August.

(3) From OASA(CW) to CELD-T NLT 1 September.

(4) From CELD-T to each directorate/separate office  
NLT 15 September.

b. The FTP will include a consolidated summarized list of trips, an ENG Form 4960-R, Request for Approval of Foreign Travel, (Appendix G) and an official program, if available, for each trip listed. If post conference tours are involved, each ENG Form 4960-R must reflect and justify tours separately. DD Form 1610 will be submitted in accordance with paragraph 10-4. The list will consist of the following information, divided into civil, military and reimbursable funded trips:

(1) Name of traveler(s).

(2) Destination(s).

(3) Date of departure.

(4) Number of days of TDY.

(5) Purpose(s).

(6) Estimated cost of each trip.

(7) Type of funding (civil or military).

(8) Priorities. For trips in which the ultimate funding source is civil works assign a consecutive number to each trip (#1 being the highest priority).

(9) Categories. For trips in which the ultimate funding source is civil works assign a category based on the following:

CATEGORY	DESCRIPTION
CAT 1	Activities in support of U.S. treaty commitments with foreign governments.
CAT 2	Activities in support of executive agreements with foreign government agencies, approved by Dept of State, related to mutually beneficial scientific and technical exchanges.
CAT 3	Activities in direct support of specific water development projects authorized by the United States Congress.
CAT 4	Activities related to foreign research and development contracts.
CAT 5	Participation on behalf of the U.S. Government in various international organizations.
CAT 6	Attendance at meetings, conferences and workshops of international professional organizations. If the trip is a recurring requirement, the trip report from the previous year must be provided.

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c. The proposed FTP will be reviewed by appropriate element in HQUSACE (e.g., CECW, CERD) and OASA(CW) and annotated to indicate:

- (1) Trips which are approved.
- (2) Trips which require additional information.
- (3) Trips which individual travel request and separate approval.
- (4) Trips which require a trip report.
- (5) Trips which should not have been submitted.
- (6) Trips which are disapproved.

10-3. Checklist. The checklist at Appendix K has been developed by the ASA(CW) to ensure that travelers address issues which HQUSACE is required to consider in approving foreign travel requests. This applies to all Corps international activities which are not exclusively associated with activities in direct support of U.S. military forces overseas. The following statement, "I will comply with the guidelines and policies addressed in the Checklist for Foreign Travel Request for each approved trip." It is the responsibility of the commander, or his designee to insure that this is accomplished prior to the start of each trip.

10-4. Procedures for ASA(CW) Annotations on FTP.

a. Approved. Personnel are authorized to proceed with the travel as long as it is within the stated parameters and any noted conditions.

(1) DD Form 1610 will be submitted to CELD-TT NLT 45 days prior to departure. Indicate in item #16: This travel has been approved by ASA(CW) on the FTP.

(2) CELD-TT will verify order against the approved FTP List and obtain appropriate theater/area/country clearance, if required. Upon receipt of clearance CELD-TT will authenticate order and return to the requesting element.

b. Additional information:

(1) Submit additional correspondence which is necessary to satisfy ASA(CW) request or question to CELD-T NLT 5 days after receipt of the annotated FTP.

(2) Responsible officials within headquarters will review input and forward to ASA(CW).

(3) ASA(CW) will review request along with the additional information and provide appropriate response and return request to CELD-T.

(4) CELD-T will forward results to the requesting element.

c. Individual travel request and separate approval. The procedures indicated in paragraph 10-4 will be followed.

d. Trip reports (RCS exempt: AR 335-15, paragraph 5-2e(5)). Trip reports are required for all foreign travel involving meetings with foreign government officials, as specified in the approved FTP, or as otherwise requested. Travel in connection with IJC is exempted, except for sensitive subjects and projects. The individual making the trip, or in the case of travel by a group, the senior member of the group will submit the report. The trip report will contain all information and be divided into categories as shown in format at Appendix H. An example of a properly prepared report is at Appendix I.

(1) Trip reports will be submitted to CELD-TT in triplicate, NLT 30 days after completion of travel.

(2) CELD-TT will forward reports to ASA(CW).

e. Disapproved/Cancelled. Personnel are not permitted to proceed with the travel.

10-5. Unprogrammed Travel. If a requirement for foreign travel arises after the FTP has been submitted, and the travel requires ASA(CW) approval, the travel request will be processed on an individual basis. Such unprogrammed travel should be kept to a minimum by effectively planning and projecting as many travel requirements as possible on the FTP. The procedures to be followed are:

a. Submit ENG Form 4960-R, DD Form 1610 and official program, if applicable to CELD-TT NLT 45 days prior to departure.

b. The following statement will be provided in item 3 on ENG Form 4960-R, "I have complied with the guidance and policies addressed in the Checklist for Foreign Travel Request". The approving official will verify compliance by placing his/her initials directly after the statement.

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c. Responsible officials within headquarters will review input in consultation with ASA(CW), and determine if reprogramming of the civil works funded foreign travel ceiling is appropriate.

d. CELD-TT will forward results to the requesting element.

10-6. Submission of Orders.

a. Directors and Chiefs of Separate Offices will submit all TDY orders to CELD-TT for review and authentication, NLT 45 days prior to anticipated date of departure. DA Form 2374-R, Notification of Foreign Visit, will accompany travel orders unless a specific written justification exists.

b. Requests for attendance at conferences will continue to be processed in accordance with AR 1-211, as supplemented.

10-7. Civil Works Funded Foreign Travel Report (RCS: CELD-19).

a. Purpose. USACE has an ASA(CW) established annual ceiling as to the amount of civil funds which can be expended for foreign travel. In order to keep the ASA(CW) appraised on the status of the expenditures, Directors and Chiefs of Separate Offices will submit a quarterly report to CELD-T, NLT 15 days after the quarter has ended. Negative replies are required. The report will be unclassified. Each quarterly report will consist of the following information:

(1) Report only trips in which the ultimate funding was civil funds.

(2) Provide any updated actual amounts for trips that were reported as estimated amounts on prior reports.

(3) Add any data that was changed, omitted or erroneously reported on previous reports.

b. Trips to U.S. territories/possessions are no longer considered as foreign travel, therefore, civil funds expended for these trips need not be reported to CELD-T.

c. Reporting Contents. List any trips which were reimbursed with civil funds from another organization, indicating the location of the ultimate funding source. When invitational travel orders are issued, citing civil funds, the organization requesting the travel will report the travel. The report will consist of the following information:

(1) Name of traveler (report invitational travel).

- (2) Destination(s).
- (3) Date of departure.
- (4) Number of days of TDY.
- (5) Purpose(s).
- (6) Total estimated cost.
- (7) Total actual cost.

d. Explanation of terms for reporting purposes.

(1) Civil funded. For the purpose of this report civil funds means the "ultimate" funding source, not necessarily the funding shown on the DD Form 1610. List only trips in which the ultimate funding was Corps civil funds. Do not report trips that were ultimately Corps military or reimbursable from any other than USACE.

(2) Destination(s). In paragraph 10-5c(2) only list locations in which business was conducted or leave taken. Do not show transit points.

(3) Total estimated cost. The amount indicated in paragraph 10-5c(6) must be taken from the total estimated cost block found in item #14 of DD Form 1610.

(4) Total actual cost. The amount indicated in paragraph 10-5c(7) will be taken from the paid vouchers and GTR/tickets. This information may not be available when trip is initially reported, but should be provided in later reports.

10-8. Commitment to Future Foreign Travel. Directors and Chiefs of Separate Offices will ensure that USACE personnel do not accept commitments or invitations for foreign travel until appropriate approvals are received, as there is no guarantee that such travel will be possible at a future date. This guidance also extends to the acceptance of positions in international organizations, such as a chairmanship or any other formal position in an international organization. where such acceptance would imply a commitment to future foreign travel. Acceptance of a chairmanship of any formal position in an international organization requires the advance approval of OASA(CW).

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10-9. Use of Aircraft Owned and/or Operated within USACE. Policy and procedures for the control and use of aircraft owned and/or operated within USACE are contained in ER 95-1-1. OCONUS travel which is accomplished by means of Corps aircraft will be the subject of separate requests made by the Corps on a semiannual basis to the ASA(CW) sufficiently in advance to comply with any applicable Congressional notification requirements.

10-10. Use of United States-Owned Foreign Currencies.

a. Every effort will be made to use US-owned excess currencies for international travel and transportation without regard to origin or destination.

b. Procedures and policy are contained in AR 55-47.

10-11. Foreign Travel Security Briefing.

a. Paragraph 10-104, AR 380-5 requires that all personnel who have access to classified defense information be given a foreign travel briefing, before travel, to alert them to possible exploitation under the following circumstances:

(1) Travel to or through communist controlled countries.

(2) Attendance at international scientific, technical engineering or other professional meetings in the United States or in any country outside the United States where it can be anticipated that representatives of communist controlled countries will participate or be in attendance.

b. Individuals who travel frequently, or attend or host meetings of foreign visitors as reflected in a(2) above, need not be briefed for each occasion, but shall be provided a thorough briefing at least once every 6 months and a general reminder of security responsibilities before each such activity. These briefings can be arranged through the Office of Security and Law Enforcement.